

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Chapter 6	Number 1	Effective Date 11/19/08	Review Date 2011
Subject MINIMUM STAFFING AND TOUR OF DUTY REQUIREMENTS			☐ New Order ☒ Replaces G.O. 0801-06, (09/14/05) G.O. 1001-09, (08/20/05)
References CALEA 41.1.1a, 41.1.1b, 41.1.1c, 41.1.1d, 41.1.1e, 41.1.1f, 41.1.2 VLEPSC OPR.01.07 General Order 3-8			
 _____ Chief of Police or Designee		11/19/08 _____ Date	

I. PURPOSE

The purpose of this directive is to establish the policy and procedure for minimum staffing levels of patrol, relief change and ending tour of duty.

II. POLICY

It is the policy of the Richmond Police Department to maintain 24-hour patrol services, which requires a minimum number of officers during each tour of duty at each Precinct. Each Sector has unique characteristics that necessitate various minimum staffing levels.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. DEFINITIONS

- A. *DUTY SERGEANT – The Designated Duty Sergeant is responsible for preparing roll call information, preparing the line-up and line-up distribution, fleet assignments and inspections. The Duty Sergeant shall ensure that the officers report for roll call properly uniformed and equipped. There will be one Sergeant designated Duty Sergeant on the line-up per shift per Precinct. The Duty Sergeant is responsible for directing officers to immediately take their assignments after roll call; and responsible for directing officers to report to the Precinct for their End of Tour***

(EOT). Upon completion of shift change duties, the Duty Sergeant shall be available for supervisory responsibilities.

- B. OPERATIONS SERGEANT** – *The Operations Sergeant is responsible for the activities of the Sector officers. Duties include, but are not limited to the monitoring of calls for service and assisting officers. A majority of the Operations Sergeant's tour of duty shall be in the field to be available for immediate response to an incident and to intervene and provide supervisory oversight and leadership. There may be more than one Operations Sergeant designated per shift per Precinct.*

V. PROCEDURE

- A. Supervision and Scheduling** – *Personnel allocations are determined by the Chief of Police or his/her designee as necessary for constant patrol within differing Sectors. Current personnel allocations have a different number of officers for each shift.*
- 1. Shift schedules rotate on a two-week basis and provide officers with regularly scheduled days off. Schedules are posted annually according to squad assignments within each Sector.*
 - 2. Officers work within the specific geographic Sector in their assigned Precinct. Sectors are made up of specific squad assignments within each shift. Daily schedule lineups by Precinct are posted at least one month in advance.*
 - 3. Officers normally work within their assigned Sector but may be required to patrol another Sector within their Precinct as necessary, to be determined by the Duty Sergeant.*
- B. Minimum Staffing Needs** – *The chart listed below demonstrates minimum staffing for Precinct Sectors.*

MIMIMUM STAFFING - PRECINCT SECTORS

SECTOR	M	D	E
111	3	3	4
112	3	3	4
113	3	3	4
211	3	3	4
212	3	3	4
213	3	3	4
311	3	3	4
312	4	4	4
313	3	3	3
411	4	3	4
412	4	4	4
413	3	4	4

NOTE: Precinct Commanders maintain the authority to flex minimum staffing needs according to long and short term goals of the Precinct and special needs that arise.

C. Continuous Patrol Coverage:

- 1. Continuous patrol coverage is provided through the use of three (3) separate and permanent shifts: Day Shift, Evening Shift and Midnight Shift. Each shift overlaps to provide maximum patrol response during peak hours.**
- 2. Increased patrol coverage occurs during peak hours and days of the week and is reflected on the patrol schedule and daily lineups.**
- 3. The Duty Sergeant will report one (1) hour prior to officers' reporting time. The Operations Sergeant will report at the same time as the officers. The previous shift's Operations Sergeant is responsible for maintaining proper coverage until the Sector officers are relieved by the on-coming Duty Sergeant.**
- 4. During their tour of duty, members shall maintain constant patrol of their Sectors unless on their lunch period, not to exceed 30 minutes. Members are not to return to the Precinct for any purpose unless on official business or with permission of a supervisor or unless otherwise directed.**
- 5. Members shall continually patrol their Sectors and shall not respond to the Precinct for EOT until notified by the Duty Sergeant.**

D. Roll Call – Roll call is conducted at the beginning of each shift by the designated Duty Sergeant. The Duty Sergeant shall ensure that all officers report for duty properly uniformed and equipped so that they may immediately take their assignments after roll call is complete. Roll call shall include, but is not limited to, the following components:

- 1. Line-up distribution;**
- 2. Fleet assignments;**
- 3. Line Inspections;**
- 4. Roll call/shift briefing training; and,**
- 5. Daily status updates.**

E. Ending Tour of Duty – Uniformed Department members, after being officially relieved at relief time, shall mark the unit 10-7 EOT using the MDC when available and mark EOT by CAD on the radio. The Communications Officer will give the officer his/her EOT time.

- 1. All officers will check with the Duty Sergeant prior to EOT to ensure that all IBRs for the shift have been submitted and are correct.**

2. *All officers will ensure that all property and evidence in their control is properly logged into agency records and placed under the control of the Property and Evidence Unit before the officer ends his/her tour of duty.*
 3. *No uniformed officer will change into civilian clothes prior to marking 10-7 EOT. The exception to this provision would be when the uniformed officer is working a special plainclothes assignment.*
 4. *The officer shall ensure that his/her vehicle is operational, clean, has a full tank of gas and is ready for the next shift, prior to marking EOT. Refer to General Order 3-8, Inspection/Servicing/Repairing of Agency Vehicles, for additional instructions regarding daily vehicle inspections.*
 5. The officer will brief his/her relief of any unusual occurrences, reported crimes, special assignments, wanted parties, etc. for follow-up and for officer safety purposes.
 6. The on-coming officer shall check the vehicle for the following:
 - a) New damage; **and**,
 - b) That no property or evidence was left in the vehicle.
- F. **Patrol Coverage Shortage** – In the event that a Sector supervisor experiences a personnel shortage, the following procedure shall be implemented, in the below order, to bring the Sector to the minimum staffing level:
1. Long-term Condition: A platoon may suffer long-term shortages due to injury or illness in which the Lieutenant can forecast personnel shortages that impact minimum staffing. To resolve this situation, the Precinct Commander shall:
 - a) Utilize a seniority callback list of Precinct personnel that will be drafted to maintain minimum staffing levels. Volunteers are encouraged, however, drafting of personnel by seniority and primary work schedule may be required. Overtime compensation shall be granted to the drafted or volunteer officer.
 - b) Sector Lieutenants will make every reasonable effort not to schedule his/her personnel as to create a draft situation (i.e. too many officers in training or on annual leave).
 2. Short-term Condition: A Sector may suffer a daily or short-term shortage due to sickness, training, or an emergency situation that the Sector Lieutenant could not foresee. To resolve this situation, the Precinct Commander shall implement the following procedure, in the below order, to maintain minimum staffing requirements:
 - a) Utilize on-duty Focus Mission Team (FMT) Personnel within the Precinct to maintain minimum staffing requirements.

- b) Utilize officers from the current ***outgoing*** shift for ***minimum staffing overtime and/or utilize the call back list until the staffing levels are resolved.***
- G. Commanders impacted by the above requirements shall rotate their selections among their units to minimize the impact of using officers to assist in the maintenance of minimum staffing.

VI. **ROLES AND ACCOUNTABILITY**

A. ***Precinct Commanders shall:***

- 1. ***Flex minimum staffing needs according to long and short term goals of the Precinct and special needs that arise.***
- 2. ***Long-term Personnel Shortage Condition:***
 - a. ***Implement a seniority callback list of personnel that will be drafted to maintain minimum staffing levels; and,***
 - b. ***Authorize overtime pay for volunteers or drafted personnel who are called back.***
- 3. ***Short-term Personnel Condition:***
 - a. ***Shall utilize on-duty FMT personnel within the Precinct;***
 - b. ***Utilize on-duty officers from the current outgoing shift and/or the call back list to maintain minimum staffing requirements; and,***
 - c. ***Shall rotate their selections among the units to minimize the impact of using officers to assist in the maintenance of minimum staffing requirements.***

B. ***Sector Lieutenants shall:***

Be responsible for ensuring that their workload assessments do not create draft situations (i.e. too many officers in training or on annual leave).

C. ***Duty Sergeants shall:***

- 1. ***Report one (1) hour prior to the officers' reporting time;***
- 2. ***Coordinate the duty responsibilities by finalizing the line-up taking into account overlap situations, preparing Sector information and ensuring proper distribution of paperwork to DEC and other areas within 30 minutes of the shift's briefing conclusion; and,***
- 3. ***Conduct roll call prior to each shift ensuring that all officers report for duty properly uniformed and equipped so that they may immediately take their assignments after roll call is complete.***

D. Operations Sergeants shall:

- 1. Report at the same time as the officers;**
- 2. Monitor radio communications and officer's activities, especially the hour prior to the end of shift;**
- 3. Be available for immediate response to an incident;**
- 4. Provide supervisory oversight and leadership to the officers in the field; and,**
- 5. Be responsible for maintaining proper coverage until his/her shift is relieved by the on-coming Duty Sergeant.**

E. Chief of Police or designee shall:

Be responsible for personnel allocations as necessary for constant patrol within differing Sectors.

F. Uniformed patrol Department members shall:

- 1. Maintain constant patrol of Sectors unless on their lunch period;**
- 2. Not return to the Precinct for any purpose unless on official business or with permission of a supervisor or unless otherwise directed;**
- 3. Not respond to the Precinct for EOT until notified by the Duty Sergeant;**
- 4. Mark 10-7 EOT using the MDC when available and mark EOT by CAD on the radio after being officially relieved at relief time;**
- 5. Check with the Duty Sergeant prior to EOT to ensure that all IBRs for the shift have been submitted and are correct;**
- 6. Ensure that all property and evidence in their control is properly logged into agency records and placed under the control of the Property and Evidence Unit before ending their tour of duty;**
- 7. Not change into civilian clothes prior to marking 10-7 EOT except when working a special plainclothes assignment;**
- 8. Ensure that his/her vehicle is operational, clean, has a full tank of gas and is ready for the next shift, prior to marking EOT. Refer to General Order 3-8, Inspection/Servicing/Repairing of Agency Vehicles, for additional instructions regarding daily vehicle inspections;**
- 9. Brief his/her relief of any unusual occurrences, reported crimes, special assignments, wanted parties, etc. for follow-up and for officer safety purposes; and,**
- 10. Check his/her vehicle for any new damage and any property or evidence was left in the vehicle at the beginning of their tour of duty.**